

Running the ACA Reconciliation Report Overview

This report lists individual health benefit information for localities to validate prior to Affordable Care Act (ACA) reporting, containing a line for each participant and dependent with coverage in the calendar year. When running reports and queries in Cardinal, you will need to enter your Locality's specific Company and Department codes.

To find your Locality's Company and Department codes, see the Job Aid titled **TLC Cardinal Locality – Company and Department Codes** located on the Cardinal website in **Job Aids** under **Learning**.



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Revision History

Revision Date	Summary of Changes
2/18/2026	Baseline.

Running the ACA Reconciliation Report

Step	Action
1.	Navigate to the ACA Reconciliation Report using the following path: NavBar > Menu > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report

The **ACA Reconciliation Report Find an Existing Value** page displays.

ACA Reconciliation Report

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎
🔖 Saved Searches ✎

Search by: Run Control ID begins with

▼ Show more options

1.	Click the Search button to see if a Run Control ID already exists for the report.
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A **Run Control ID** is required to run reports in Cardinal.

Once a **Run Control ID** has been created by a user, it does not have to be recreated and will display when the **Search** button is clicked.

Users should always do a search before creating a new **Run Control ID**.

3.	If multiple results display, click Drill in icon on the desired Run Control ID row and proceed to Step 9 .
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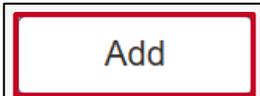
▼ **Search Results**
2 results

⏪ <
1-2 of 2
> ⏩
| View All

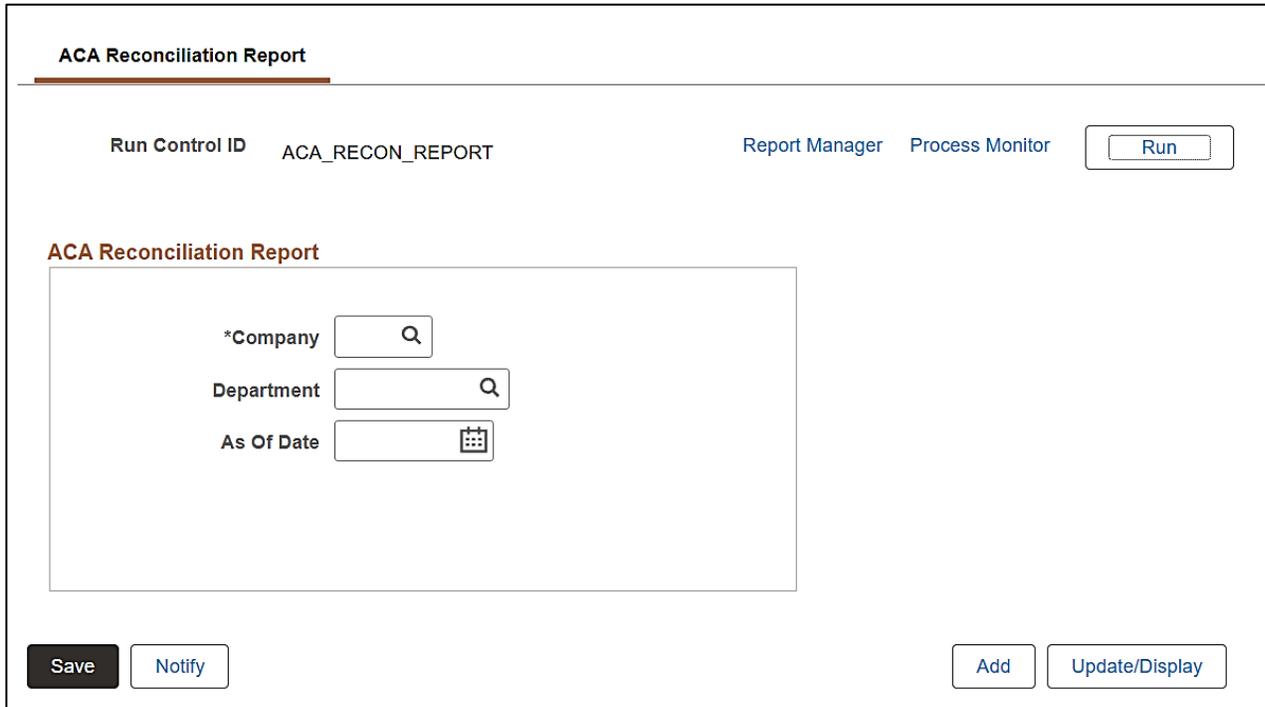
Run Control ID	Company	Department	
ACA_RECON_REPORT	A01	047001000	>
AW_ACA_RECON_REPORT	A03	047002001	>

Step	Action
4.	<p>If only one Run Control ID exists, Cardinal will open the Run Control page for the report. Proceed to Step 9.</p> <div data-bbox="256 432 1393 722" style="border: 1px solid black; padding: 5px;"> <p>ACA Reconciliation Report</p> <hr/> <p>Run Control ID ACA_RECON_REPORT Report Manager Process Monitor <input type="button" value="Run"/></p> <p>ACA Reconciliation Report</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div>
5.	<p>If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step.</p> <div data-bbox="256 856 699 982" style="border: 1px solid black; padding: 5px;"> <p>▼ Search Results</p> <p>No matching values were found.</p> </div>
6.	<p>Click the Add a New Value button.</p> <div data-bbox="256 1073 618 1161" style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="⊕ Add a New Value"/> </div>
<p>The ACA Reconciliation Report Add a New Value page displays.</p> <div data-bbox="180 1251 1484 1629" style="border: 1px solid black; padding: 10px;"> <p>ACA Reconciliation Report</p> <p>Add a New Value <input type="button" value="🔍 Find an Existing Value"/></p> <hr/> <p>*Run Control ID <input style="width: 150px;" type="text"/></p> <p><input type="button" value="Add"/></p> </div>	
7.	<p>Enter a Run Control ID for this report in the Run Control ID field.</p> <div data-bbox="256 1713 740 1801" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID <input style="width: 150px; border: 2px solid red;" type="text"/></p> </div>

TLC Running the ACA Reconciliation Report

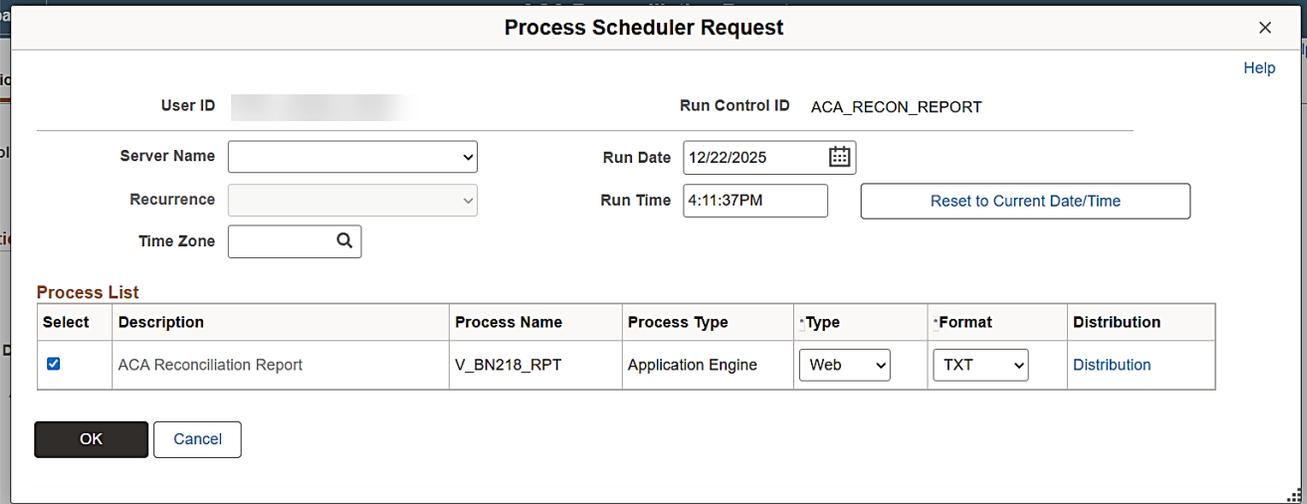
Step	Action
	<p>The Run Control ID serves as a name for a set of saved report parameters and must be unique. A Run Control ID cannot exceed 30 characters and cannot contain spaces or wildcard symbols, but underscore characters are permitted.</p> <p>Once a Run Control ID is created and saved it cannot be deleted.</p>
	<p>For this example, a Run Control ID of ACA_RECON_REPORT has been used.</p> 
8.	<p>Click the Add button.</p> 

The **ACA Reconciliation Report** page displays.



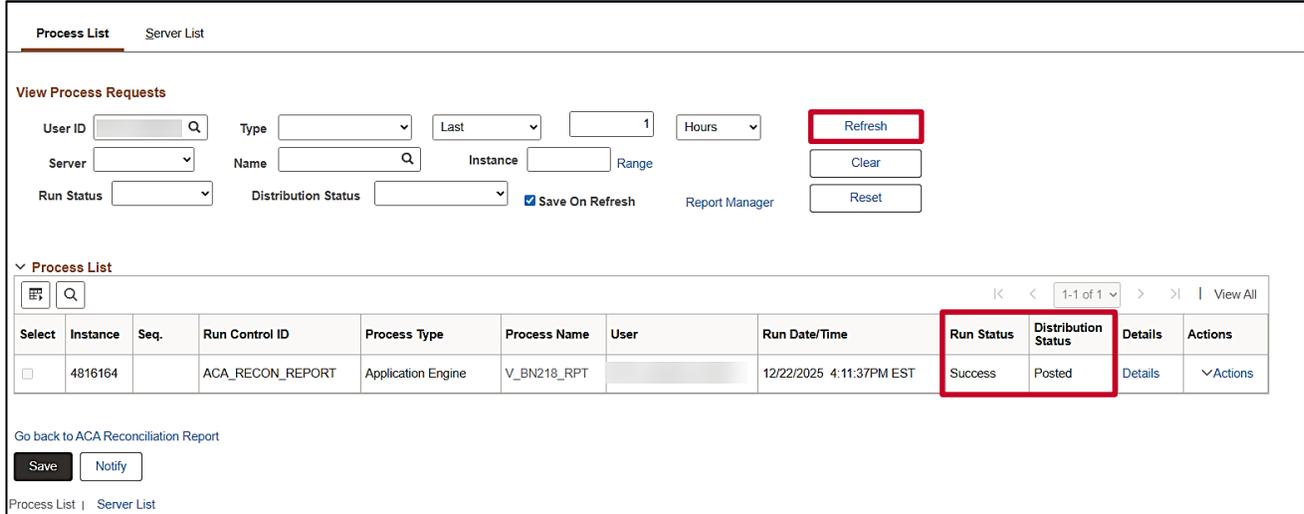
The screenshot shows the 'ACA Reconciliation Report' page. At the top, the title 'ACA Reconciliation Report' is displayed. Below the title, the 'Run Control ID' is set to 'ACA_RECON_REPORT'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main content area contains a form with three input fields: '*Company' with a search icon, 'Department' with a search icon, and 'As Of Date' with a calendar icon. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
9.	<p>Click the Company Look up icon and select the applicable Company.</p> <p>Note: This is a required field.</p> <div data-bbox="256 436 638 531" style="border: 1px solid black; padding: 5px;"> *Company <input style="border: 1px solid red;" type="text"/>  </div>
	<p>See the Job Aid titled TLC Cardinal Locality - Company and Department Codes to find your Company code if unknown. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
10.	<p>Click the Department Look up icon and select the applicable Department.</p> <div data-bbox="256 751 865 856" style="border: 1px solid black; padding: 5px;"> Department <input style="border: 1px solid red;" type="text"/>  </div>
	<p>This is your Group ID number. If you have multiple groups, you must run this report for each group.</p> <p>See the Job Aid titled TLC Cardinal Locality - Company and Department Codes to find your Locality Group ID/Department.</p>
11.	<p>Enter or select the applicable Date in the As Of Date field.</p> <p>Note: This is the coverage date. Please use the first day of the month.</p> <div data-bbox="256 1178 829 1283" style="border: 1px solid black; padding: 5px;"> As Of Date <input style="border: 1px solid red;" type="text"/>  </div>
12.	<p>Click the Run button.</p> <div data-bbox="256 1371 561 1476" style="border: 1px solid black; padding: 5px;"> Run </div>

Step	Action
	<p>The Process Scheduler Request page displays in a pop-up window.</p> 
	<p>This report will run as an Excel file.</p>
<p>13.</p>	<p>Click the OK button at the bottom of the page.</p> 

Step	Action
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The **Process List** page displays.



Process List | Server List

View Process Requests

User ID Type Last 1 Hours

Server Name Instance Range

Run Status Distribution Status Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4816164		ACA_RECON_REPORT	Application Engine	V_BN218_RPT		12/22/2025 4:11:37PM EST	Success	Posted	Details	▼Actions

Go back to ACA Reconciliation Report

Process List | Server List

15. Review the following two fields values to verify they display as noted below:

- **Run Status** = "Success"
- **Distribution Status** = "Posted"

Run Status	Distribution Status
Success	Posted

16. If either of these fields display any other value, click the **Refresh** button until the values display as noted above.

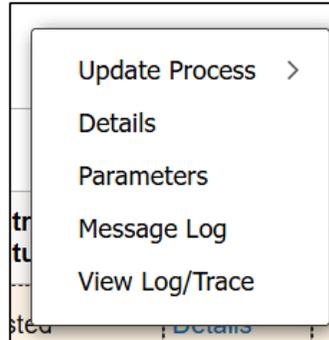


17. Once the **Run Status** = "Success" and the **Distribution Status** = "Posted", click the **Actions** link in the **Actions** field.



Step	Action
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The **Actions** dropdown menu displays.



18.	Click the View Log/Trace list item. <div data-bbox="259 814 630 898" style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> View Log/Trace </div>
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The **View Log/Trace** page displays.

View Log/Trace ×

[Help](#)

Report

Report ID 3784346	Process Instance 4816164	Message Log
Name V_BN218_RPT	Process Type Application Engine	
Run Status Success		

ACA Reconciliation Report

Distribution Details

Distribution Node hrsit	Expiration Date <input type="text" value="01/21/2026"/>
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File List

Name	File Size (bytes)	Datetime Created
AE_V_BN218_RPT_4816164.log	5,019	12/22/2025 4:16:36.061643PM EST
V_BN218_ACA_RECON_RPT_4816164.xlsx	21,950	12/22/2025 4:16:36.061643PM EST

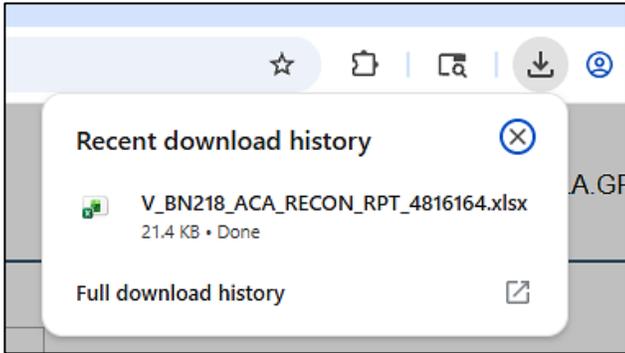
Distribute To

Distribution ID Type	Distribution ID
User	<input type="text"/>

Step	Action
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19.	<p>Click the .xlsx file in the Name field under the File List section.</p> <div data-bbox="256 384 1463 621" style="border: 1px solid black; padding: 5px;"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_V_BN218_RPT_4816164.log</td> <td>5,019</td> <td>12/22/2025 4:16:36.061643PM EST</td> </tr> <tr> <td>V_BN218_ACA_RECON_RPT_4816164.xlsx</td> <td>21,950</td> <td>12/22/2025 4:16:36.061643PM EST</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	AE_V_BN218_RPT_4816164.log	5,019	12/22/2025 4:16:36.061643PM EST	V_BN218_ACA_RECON_RPT_4816164.xlsx	21,950	12/22/2025 4:16:36.061643PM EST
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The report goes to the user's **Download** folder.



20.	<p>Click on the file to open it.</p> <div data-bbox="256 1144 873 1314" style="border: 1px solid black; padding: 5px;"> <p>Recent download history</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">  V_BN218_ACA_RECON_RPT_4816164.xlsx <small>21.4 KB • Done</small> </div> </div>
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TLC Running the ACA Reconciliation Report

Step	Action
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The **ACA Reconciliation Report** displays.

Note: The first half of the sample report is shown on top, and the second half (viewed when scrolling right) is on the bottom.

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACA Reconciliation Report	178										
2	Instance = 4816164											
3	Company	Department ID	FEIN	SSN	Employee ID	Empl Record	Last Name	First Name	Middle Name	Sfx	Seq	ValHC
4	A01	047001000				0					0	14718.00000
5	A01	047001000				0					0	14718.00000
6	A01	047001000				1					0	16700.00000
7	A01	047001000				1					0	16700.00000
8	A01	047001000				1					1	0.00000
9	A01	047001000				1					2	0.00000
10	A01	047001000				0					0	39738.00000
11	A01	047001000				0					0	39738.00000
12	A01	047001000				0					1	0.00000
13	A01	047001000				0					2	0.00000
14	A01	047001000				0					3	0.00000
15	A01	047001000				0					0	27234.00000

Sample report scrolled right

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Dep DOB	Form Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	ACTIVE	1A/2C												
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	ACTIVE	1H/2A	1H/2D	1A/2C	1A/2C	1A/2C	1A/2C							
	ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y	
	ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y	
	ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y	
	ACTIVE	1A/2C												
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	ACTIVE	1A/2C												

Step	Action																																																																																																																																																																																																																																																																																																																				
	<p>Each employee will have two lines displaying their ACA Form Data.</p> <table border="1"> <thead> <tr> <th>ValHC</th> <th>Dep DOB</th> <th>Form Status</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>14718.00000</td> <td></td> <td>ACTIVE</td> <td>1A/2C</td> </tr> <tr> <td>14718.00000</td> <td></td> <td>ACTIVE</td> <td>Y</td> </tr> <tr> <td>16700.00000</td> <td></td> <td>ACTIVE</td> <td>1H/2A</td> <td>1H/2A</td> <td>1H/2A</td> <td>1H/2A</td> <td>1H/2A</td> <td>1H/2A</td> <td>1H/2A</td> <td>1H/2D</td> <td>1A/2C</td> <td>1A/2C</td> <td>1A/2C</td> <td>1A/2C</td> </tr> <tr> <td>16700.00000</td> <td></td> <td>ACTIVE</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>0.00000</td> <td></td> <td>ACTIVE</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>0.00000</td> <td></td> <td>ACTIVE</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>39738.00000</td> <td></td> <td>ACTIVE</td> <td>1A/2C</td> </tr> <tr> <td>39738.00000</td> <td></td> <td>ACTIVE</td> <td>Y</td> </tr> <tr> <td>0.00000</td> <td></td> <td>ACTIVE</td> <td>Y</td> </tr> <tr> <td>0.00000</td> <td></td> <td>ACTIVE</td> <td>Y</td> </tr> <tr> <td>0.00000</td> <td></td> <td>ACTIVE</td> <td>Y</td> </tr> </tbody> </table> <p>Line 1: Offer of Coverage Code(s)</p> <ul style="list-style-type: none"> If your locality has 50 or more employees and uses Form 1095-C, this line will display the values that will populate Box 14/16 on the 1095-C form <ul style="list-style-type: none"> See the IRS Indicator Codes for Employee Offer of Coverage for Box 14/16 Values If your locality has 49 or less employees and uses Form 1095-B, you will see “1095B” instead of an Offer of Coverage code <p>Line 2: Months of Coverage</p> <ul style="list-style-type: none"> Displays the months of coverage with a Y/N value Line is Blank if enrolled in an HMO <p>ValHC field: Estimated Value of Healthcare</p> <ul style="list-style-type: none"> Payroll reporting offers a more precise calculation <p>Form Status: Values “Active” or “Voided”</p> <p>1095-C (50+ Employees in Group)</p> <ul style="list-style-type: none"> Line 1: Offer of Coverage Codes Line 2: Months of Coverage (Y/N) <table border="1"> <thead> <tr> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>1A/2C</td> <td>1A/2A</td> <td>-/-</td> </tr> <tr> <td>Y</td> <td>-/-</td> </tr> <tr> <td>1A/2C</td> <td>1A/2A</td> <td>-/-</td> </tr> <tr> <td>Y</td> <td>-/-</td> </tr> </tbody> </table> <p>1095-B (49 or Less Employees in Group)</p> <ul style="list-style-type: none"> Line 1: 1095B Line 2: Months of Coverage (Y/N) <table border="1"> <thead> <tr> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>1095B</td> <td>-/-</td> </tr> <tr> <td>Y</td> <td>-/-</td> </tr> <tr> <td>1095B</td> <td>-/-</td> </tr> <tr> <td>Y</td> <td>-/-</td> </tr> </tbody> </table>	ValHC	Dep DOB	Form Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	14718.00000		ACTIVE	1A/2C	14718.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	16700.00000		ACTIVE	1H/2A	1H/2D	1A/2C	1A/2C	1A/2C	1A/2C	16700.00000		ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y	0.00000		ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y	0.00000		ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y	39738.00000		ACTIVE	1A/2C	39738.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	1A/2C	1A/2A	-/-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-	1A/2C	1A/2A	-/-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	1095B	-/-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-	1095B	-/-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-																																																																						
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